

West Virginia Extension Request for the Operator Certification Expense Reimbursement Grant (ERG)

The West Virginia Department of Health and Human Resources (WVDHHR), Bureau for Public Health (BPH), Office of Environmental Health Services (OEHS), Environmental Engineering Division (EED) administers the ERG authorized under the federal Safe Drinking Water Act (SDWA). OEHS is requesting a second grant extension for a one-year period through 12/31/10 in order to expend the remaining grant funds. The current West Virginia Operator Certification Expense Reimbursement Grant (ERG) grant expires 12/31/09. OEHS is requesting this extension to address identified funds not disbursed respectively in a timely manner as originally intended in the approved ERG extension period. The project has experienced delays due to purchasing issues, and a reevaluation of project goals and objectives.

OEHS will use this second extension to complete projects within the attached ERG work plan (Table 1). The extension will enable associated monies to be spent as planned and efficiently strengthen the overall educational resources for all public water system certified operators well beyond the ERG intended timeframe. The projects are largely based on providing on-line, onsite and electronic training in-house and through multiple vendors to help systems save time and money associated with typical classroom settings while assisting operators with renewals.

The remaining unspent funds during this extension period are the result of the following:

- Unanticipated time requirements for contracts within state purchasing guidelines continued to delay contract work. OEHS plans to use the knowledge learned and purchasing templates developed from previous contracts to submit new purchasing requests as soon as the second extension is granted to meet the appropriate deadline requirements.
- Unfamiliarity with vendors and technical aspects involved with electronic and hands-on training program development. Over the past several years, the C&T staff has improved understanding of the technical aspects required by working with various vendors and technical experts within these areas on how to develop projects identified in Goal 2 Objective 3 and Goal 5 Objective 4. With this developed knowledge base, minimal delays are anticipated in the implementation of these goals.
- Since OEHS did not hire any additional C&T staff to work solely on ERG projects, existing staff is working on ERG projects in addition to their other full-time C&T program related work duties. C&T staff is fully aware of the importance of fulfilling our end of the work required as part of the approved ERG projects. We feel this arrangement with current staff can successfully complete the ERG projects as planned.

Specifically, funds not spent via goals and objectives during the extension period are as follows:

- Goal 2 – Objective 1: Total amount budgeted \$47,820.00 with a projected unspent amount of \$21,452.20 as of 12/31/09 for outside E–Training vendor contracts. Reason: Actual reimbursable costs associated with this training was less than originally anticipated due to the lower cost by the vendor of the classes and the reduced number of reimbursable small system operators taking these classes. On a positive note, this contract provided additional electronic training at a reduced cost for all water operators statewide to help fulfill their continued education requirements.
- Goal 2 - Objective 3: Total amount budgeted \$250,000.00 with a projected unspent amount of \$101,000.00 as of 12/31/09 for a vendor to development electronic, OEHS advanced courses and Virtual Library. Reason: The contract award was to the lowest bidder at \$149,000.00 rather than the expected \$250,000.00 project cost.
- Goal 3 – Objective 1: Total amount budgeted \$20,000.00 with a projected unspent amount of \$16,321.45 as of 12/31/09 for operator workspaces. Reason: Purchased computers for district offices, however, furniture acquisitions for the district offices are on hold. No additional expenses will be incurred for this objective.
- Goal 3 – Objective 2: Total amount budgeted \$15,000.00 with a projected unspent amount of \$9,348.80 as of 12/31/09 for registration fees & travel expenses. Reason: Incurred costs associated with travel expenses for instate and out of state travel, etc. to support the ERG effort was less than expected.
- Goal 3 – Objective 3: Total amount budgeted \$100,000.00 with a projected unspent amount of \$100,000.00 as of 12/31/09 to revise the Safe Water Operator Certification System (SWOCS) database. Reason: Revision of the current certification and training SWOC's database was paid for from other funding sources. No additional expenses will be incurred for this objective.
- Goal 4 – Objectives 1 & 2: Total amount budgeted \$150,000.00 with a projected unspent amount of \$ 83,584.00 as of 12/31/09 for continuation of Backflow Prevention training and testing for operators and provide technical assistance and oversight. Reason: Actual reimbursable costs associated with this training were less than originally anticipated due to the lower cost by the vendor of the classes and the reduced number of operators taken these classes.
- Goal 5 – Objective 2: Total amount budgeted \$45,000.00 with a projected unspent amount of \$41,754.00 as of 12/31/09 for equipment to support

electronic training. Reason: Video presentation equipment supplied to OEHS district offices. No additional expenses will be incurred for this objective.

- Goal 5 – Objective 3: Total amount budgeted \$150,000.00 with a projected unspent amount of \$102,296.20 (12/31/09) for identification card system. Reason: Card equipment has been purchased; however, the winning contractor submitted a price that was lower than expected. Connecting the identification card system to our SWOC database will be completed in-house. No additional expenses will be incurred for this objective.

Essential activities to be implemented during this one-year extension will be:

- Goal 1 – Objective 1: Continuation of costs associated with a FTE (payroll, overhead, and working with vendors) for ERG oversight plus management oversight until 12/31/10. Estimated cost: \$33,000.00
- Goal 2 – Objective 3: Continued development of electronic, OEHS advanced training courses. Estimated cost: \$ 240,000 Content areas, such as:
 - Source Water
 - Threat Preparedness / Emergency Planning
 - TechBrief modules.
 - 1D training module based on the current 1D water operator manual and assist operators to meet training required for a 1D certification.
- Goal 3 – Objective 2: Incurred costs associated with travel expenses for instate and out of state travel, etc. to support the ERG effort. Estimated cost: \$3,200.00
- Goal 4 – Objectives 1 & 2: Continuation of the backflow training program from 1/1/10 to 12/31/10. Estimated cost: \$15,000.00
- Goal 5 – Objective 1: Office related line items necessary to administer and oversee the ERG from 1/1/10 to 12/31/10. Estimated cost: \$6,000.00
- Goal 5 – Objective 4: Mobile training trailer for on-site operator training. Phase 2 will be the use and transport of the purchased training trailer and related equipment (Phase 1) across the state at educational and public outreach events during 2010- 2012. Estimated cost: \$170,000.00
 - Training will include operation/maintenance applicable to public water systems.
 - Funding will provide for organizing trailer and installing equipment purchased in Phase 1.
 - Training will be conducted in both a classroom setting and/or onsite.
 - Furnished property will include one (1) training trailer.
 - The training shall be conducted on a mutually agreed upon schedule. Instructors should be available for a six hour training day schedule.

OEHS plans to use knowledge learned from previous purchase contracts to speed up the overall contract process and plan for more appropriate deadlines. Once the contracts are in place, this method is more effective in completing work activities within a set timeframe than using only in-house staff. However, OEHS staff will oversee all contractor activities and adjust their direction as necessary.

Continuation of the ERG work plan activities through the extended timeframe will provide training services to small water systems improving their SDWA compliance and technical, managerial, and financial capacity. These activities will improve water systems' viability and increase public health protection.

Estimated expenses and remaining funds as of 7/31/09 associated with the ERG are as follows:

Total Grant Dollar Awarded	\$1,437,900.00
Disbursed Funds as of 7/31/09	\$ 345,831.28
Estimated Disbursed Funds as of 12/31/09	\$ 800,999.08
Estimated Remaining Funds as of 12/31/09	\$ 636,900.92

OEHS is projected to spend \$800,999.08 (56%) of the ERG by 12/31/09. If the extension is granted through 12/31/10, OEHS plans to spend \$1,285,031.08 (89%) of the ERG. At the end of the extended period, OEHS will close out the grant with any remaining balances estimated at \$152,868.92 (11%) to be rolled into the Drinking Water State Revolving Fund (DWSRF).

Table 1 summarizes the funding information for each ERG project and a summary of the planned projects during this extension period. Table 2 lists project status and estimated timeframes.

Table 1 - Table showing approved work plan areas, current disbursed and projected distributions

Approved Workplan Areas	Original Funding Allocations	Approved Supplemental Work plan Allocations 2007	Total Disbursed Funds (as of 3/31/08)	Total Disbursed Funds w/extension (as of 7/31/09)	Total Estimated Funds Disbursed w/ extension (as of 12/31/09)	Projected Total Funds Remaining based on Supplemental Work plan Funding	Requested Extension #2 (projected spending from 1/1/10 -12/31/10)	Projected Total Funds Spent (as of 12/31/10)
Goal 1	66,945.00	66,945.00	20,688.00	55,356.55	79,303.09	-12,358.09	33,000.00	112,303.09
Objective 1: Use of 5% of the ERG for payroll, overhead, and working with the vendors in implementing the workplan.	66,945.00	66,945.00	20,688.00	55,356.55	79,303.09	-12,358.09	33,000.00	112,303.09
Goal 2	605,400.00	397,820.00	20,790	112,867.50	275,367.50	122,452.50	240,000.00	515,367.50
Objective 1: Outside E – Training Vendor Contracts –ongoing. Additional vendors contract drafted.		47,820.00	20,790.00	21,367.50	26,367.50	21,452.50	0	26,367.50
Objective 2: Outside E – Training Vendor Contract to development electronic, OEHS basic courses and Help System.		100,000.00	0	91,500.00	100,000.00	0	0	100,000.00
Objective 3: Outside E – Training Vendor Contract to development electronic, OEHS advanced courses and Virtual Library.		250,000.00	0	0	149,000.00	101,000.00	240,000	389,000.00
Goal 3	239,893.00	135,000.00	7,616.00	9,329.70	9,329.70	125,670.30	3,200.00	12,529.70
Objective 1: Operator workspaces		20,000.00	3,000.00	3,678.50	3,678.50	16,321.50	0	3,678.50

Objective 2: Registration fees & travel expenses		15,000.00	4,616.00	5,651.20	5,651.20	9,348.80	3,200.00	8,851.20
Objective 3: Revise the Safe Water Operator Certification System (SWOCS) database.		100,000.00	0	0	0	100,000.00	0	0
Goal 4	471,840.00	150,000.00*	31,355.00	59,320.00	66,584.00	83,416.00	15,000.00	98,416.00
Objectives 1 & 2: Continuation of Backflow Prevention training and testing for operators and provide technical assistance and oversight.	471,840.00	150,000.00	31,355.00	59,320.00	66,584.00	83,416.00	15,000.00	98,416.00
Goal 5	53,822.00	463,822.00	9,733.00	108,957.53	370,414.79	99,132.21	176,000.00	546,414.79
Objective 1: Office related line items necessary to administer and oversee the ERG	53,822.00	53,822.00	9,733.00	58,007.73	58,007.73	- 4,185.73	6,000.00	64,007.73
Objective 2: Equipment to support electronic training	0	45,000.00	0	3,246.00	8,971.00	36,029.00	0	8,971.00
Objective 3: Identification Card System	0	150,000.00	0	47,703.80	47,703.80	102,296.20	0	47,703.80
Objective 4: Mobile Training Trailer	0	165,000.00	0	0	205,732.26	- 40,732.26	170,000.00	375,732.26
Objective 5: Water Operator Career Awareness Campaign.	0	50,000.00	0	0	50,000.00	0	0	50,0000
Total	1,437,900.00	1,213,587.00	90,182.00	345,831.28	800,999.08	418,312.92	467,200.00	1,285,031.08 (89%)
Anticipated Rollover Supplemental Request								152,868.92 (11%)
Total								1,437,900.00

Table 2: Anticipated Planning Schedule			
Goals and Objectives	Submit Plans	Vendor Selected	Estimated Completion
Goal 1: Administration/Management			
Objective 1: Use of 5% of the ERG for payroll, overhead, and working with the vendors in implementing the workplan.	Ongoing	Ongoing	12/31/10
Goal 2: E-Training Vendor Contracts			
Objective 1: Outside E – Training Vendor Contracts – ongoing. Additional vendors contract drafted.			Completed
Objective 2: Outside E – Training Vendor Contract to development electronic, OEHS basic courses and Help System.			Completed
Objective 3: Outside E – Training Vendor Contract to development electronic, OEHS advanced courses and Virtual Library.	9/30/09	2/28/10	12/31/10
Goal 3: In-House Development			
Objective 1: Operator workspaces			Completed
Objective 2: Registration fees & travel expenses	Ongoing	Ongoing	12/31/10
Objective 3: Revise the Safe Water Operator Certification System (SWOCS) database.			Cancelled
Goal 4: Backflow Prevention			
Objectives 1 & 2: Continuation of Backflow Prevention training and testing for operators and provide technical assistance and oversight.	Yes	Yes	12/31/10
Goal 5: Other			
Objective 1: Office related line items necessary to administer and oversee the ERG	Ongoing	Ongoing	12/31/10
Objective 2: Equipment to support electronic training			Completed
Objective 3: Identification Card System	Yes	5/1/08	Completed
Objective 4: Mobile Training Trailer – Part 2	9/30/09	1/1/10	12/31/10
Objective 5: Water Operator Career Awareness Campaign.	9/30/09	Yes	Completed